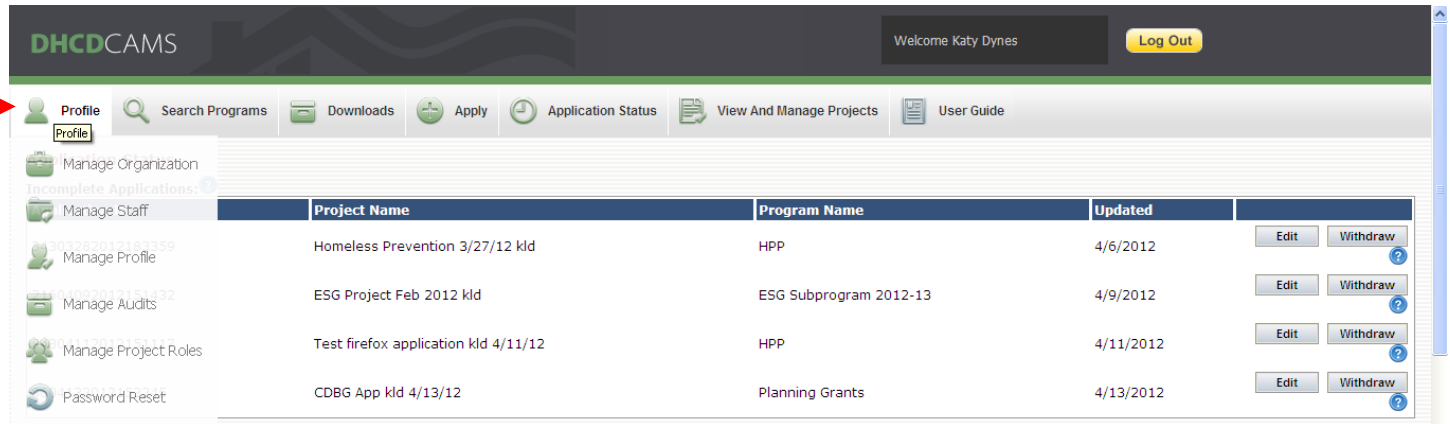


User Reference Document - Manage Staff

A CAMS login ID and password are required to access the Manage Staff page. Additionally, only the Profile Manager or Head of the Organization can make updates to this page.

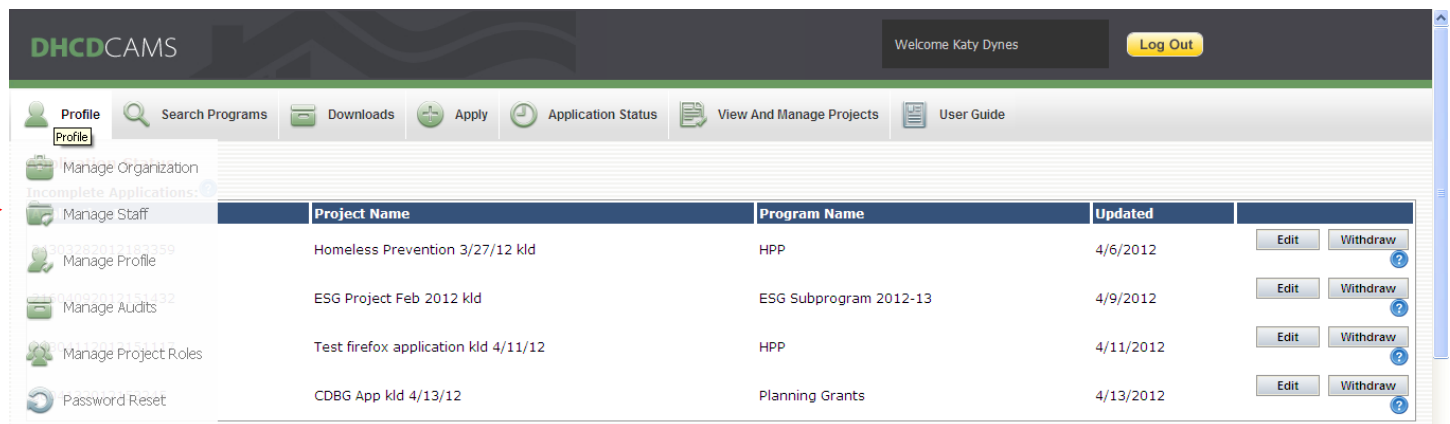
Log into CAMS with a valid ID and password

Select the **Application and Programs** menu. Hover over the **Profile** menu at the top of the screen to view the available pages.



Project Name	Program Name	Updated	Edit	Withdraw
Homeless Prevention 3/27/12 kld	HPP	4/6/2012	Edit	Withdraw
ESG Project Feb 2012 kld	ESG Subprogram 2012-13	4/9/2012	Edit	Withdraw
Test firefox application kld 4/11/12	HPP	4/11/2012	Edit	Withdraw
CDBG App kld 4/13/12	Planning Grants	4/13/2012	Edit	Withdraw

Select Manage Staff.



Project Name	Program Name	Updated	Edit	Withdraw
Homeless Prevention 3/27/12 kld	HPP	4/6/2012	Edit	Withdraw
ESG Project Feb 2012 kld	ESG Subprogram 2012-13	4/9/2012	Edit	Withdraw
Test firefox application kld 4/11/12	HPP	4/11/2012	Edit	Withdraw
CDBG App kld 4/13/12	Planning Grants	4/13/2012	Edit	Withdraw

User Reference Document - Manage Staff

Manage Staff allows the Profile Manager to add or remove staff, edit some profile information, or update their roles. General access to CAMS is granted on this page, while access to specific projects is granted once an application is approved. Project access may also be added and is maintained under [Manage Project Roles](#). A link to the User Reference Document is provided here for ease of access to the details on that topic.

Name, email, title and work phone are required when adding a new staff member under Manage Staff. Optional fields below as well as other details may be entered by the user from the **Manage Profile** page once they log in for the first time. If no Primary Role is assigned, **display only access** in the form of the “Organization Review” role is the default. Click on the information symbol next to the Primary Role field to see a list of roles and their descriptions. Once all required data is entered, click on the **Add** button to add the new user.

If information is entered in error and is still displayed in the edit fields at the top of the page, the **Reset** button may be selected to reset the fields to blank. If a staff member has left the organization, or their access to CAMS is no longer needed, select the **Remove** button next to their name to remove their access. Any projects a staff member is assigned to should be updated prior to deleting their CAMS access.

Name/Email	Title	Contact Phone	Primary Role	
Atkinson, Lisa lisa.atkinson@dhcd.virginia.gov		Work: Cell:	Profile Manager	Edit Remove
Austin, Lyndsi Lyndsi.Austin@dhcd.virginia.gov		Work: Cell:	Profile Manager	Edit Remove
Austin, Steve stephen.austin@dhcd.virginia.gov		Work: Cell:	Profile Manager	Edit Remove

Once the **Add** button is selected an email, like the example shown below, will be sent to the new user indicating their new password and the person who granted their access to CAMS as the contact person.

Example of new user email

From: noreply@dhcd.virginia.gov
To: jane.smith@dhcd.virginia.gov
Cc: kdynes@impactmakers.org
Subject: New Account for DHCD CAMS Online System

Your Profile Manager, Katy Dynes, has created a CAMS account for you. Please contact this person for further instructions.

Your ID is your email address: jane.smith@dhcd.virginia.gov
Your Password is: JIG65sHJ

<http://10.192.101.140/CAMSPortal/Login.aspx>

Thank you.
DHCD CAMS Support